

## SKIES Staff User Training

### Course Description:

This 3-day interactive course provides hands-on training for staff in the WorkSource System. Training is customized for the employee's access level in SKIES.

**Audience:** WorkSource employees

**Objectives:** Describe SKIES & how it works  
 Navigate through fields and screens  
 Define search features  
 Job Match  
 Explain correspondence  
 Describe O\*NET, NAICS codes  
 Understand SKIES Logon & Logoff procedures  
 Run reports  
 Create, update, delete, view & print all fields

**Authorization:** Administrators and supervisors manage employee registration, travel arrangements, and work schedules.

**Prerequisites:** None

**Refreshments/Meals:** On your own

**Special Needs:** Notify us at: [ESD GP ECDD Training Academy](#) if you need an accommodation.

**Registration:** Contact us at: [ESD GP ECDD Training Academy](#) to register. Include employee name(s), contact information (phone, e-mail), office location, supervisor, job title, length of employment with ESD, and dates of attendance. Confirmation will be sent with directions, map, and parking pass five days prior to the start of training.

**Class Size:** Class limited to 15 participants.

### Schedule

Date & Time	Location	Last Day to Register	Instructor
Feb. 1-3, 2010 8:30 to 4:30 except for Feb. 3 which is 8:30 am to 12:00 pm.	ECDD Training Academy 670 Woodland Square Loop, Building D Second Floor Lacey, WA 98503		ECDD Training Academy Staff
Mar 22 – 25, 2010 8:30 to 4:30 daily	ECDD Training Academy 670 Woodland Square Loop, Building D Second Floor – Mercer room Lacey, WA 98503	8 March 2010	ECDD Training Academy Staff
	<b>Additional Classes Scheduled on Request</b>		

